SESSION 7: GROUPING OBJECTS

Grouping can help you want to move, rotate, or resize multiple objects in a presentation. You can group objects such as pictures, clip art, shapes and text box; once grouped they appear as a single object.

In this chapter you will learn to work with grouping and ungrouping of objects

- ❖ Open a new file using presentation software and add graphical objects to the presentation based on the guidelines provided earlier.
- ❖ To group the graphical objects, select all the objects that you want to group in the slide.
- ❖ To select more than one objects in the slide hold down the ctrl key and select the object in the slide
- ❖ To group the objects, Click Format tab.

- ❖ You can select the group option available under Arrange group in the Format tab. Once you select the option, you should see a dropdown similar to one displayed this figure

- ❖ Click on Group, to group all the selected graphical objects in the slide.
- ❖ You can ungroup the grouped objects by selecting the ungroup option available under Group dropdown menu.